

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

August 31, 2010

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON AUGUST 31, 2010

**SUBJECT:** POLICE EXPLORER PROGRAM - DEACTIVATED; AND  
POLICE CADET PROGRAM - ESTABLISHED

**EFFECTIVE:** January 1, 2010

**PURPOSE:** The "Explorer" name used in the Department's Police Explorer Program is licensed and trademarked by the Learning for Life organization. On December 31, 2009, the Department discontinued its relationship with Learning for Life. This Order deactivates the Los Angeles Police Explorer Program and establishes the Los Angeles Police Cadet Program, and rescinds Special Order No. 38, *Defining the Police Explorer Program as a Department Entity - Established*, dated September 25, 2003.

**PROCEDURE:** The Police Explorer Program is renamed as the Police Cadet Program and all references to Learning for Life and Boy Scouts have been removed from the Department Manual. The responsibilities previously assigned to Juvenile Division under the Police Cadet Program are transferred to the Youth Programs Unit, Office of Operations. Attached are the revised Manual Sections regarding the Police Explorer Program with revisions indicated in italics.

**AMENDMENTS:** This Order deletes Sections 2/093.20, 3/245, 3/245.10, 3/245.20, 3/245.30, 3/245.40, and 3/350.44; and amends Sections 3/245.50, 3/350.48 and 3/630.10 of the Department Manual. The "Organization Information Link" applicable to organization functions and special duties will be updated and is accessible in Volume II of the Department Manual.

**MONITORING RESPONSIBILITY:** The Assistant to the Director, Office of Operations, shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL SECTIONS**  
**4<sup>th</sup> Quarter 2009**

(DEPARTMENT MANUAL INDEX)

**POLICE CADET PROGRAM - 3/245.50**

( VOLUME III )

**3/245.50 POLICE CADET PROGRAM – ESTABLISHED.** Each geographic Area shall sponsor a police *cadet* post. Any major group/division within the Department may also sponsor a police *cadet* post with the approval of the Youth Programs *Unit* as outlined in the Department's Youth Programs Manual (Volume III, Chapter 1, Section 130.20).

***Los Angeles Police Cadet Academy – Defined.*** *The Los Angeles Police Cadet Academy is composed of academics, physical training, and military drill provided by Los Angeles Police Officers.*

**Recruit Police Cadet – Defined.** A recruit police *cadet* is any youth member of the Police *Cadet* Program who has not graduated from the Police *Cadet* Academy.

**Police Cadet – Defined.** A police *cadet* is defined as any youth member of the Police *Cadet* Program, regardless of rank, who has graduated from the Police *Cadet* Academy.

Police *cadets* may be utilized in many Department operations, thus allowing sworn personnel to handle other critical functions.

**Police Cadet Post Advisor's Responsibilities.** *A Police Cadet Post Advisor is a sworn officer designated by the Area commanding officer to oversee and direct the activities of the cadet post. The Police Cadet Post Advisor, generally a Youth Services Officer, is responsible for providing training in accordance to the Los Angeles Police Cadet Program curriculum, in addition to planning, organizing, and supervising cadet activities.*

*Additional responsibilities and the criteria of a Police Cadet Post Advisor are outlined in the Department's Youth Programs Manual (Volume III, Chapter I, Section 160.25).*

**Area Community Relations Unit's Responsibilities.** The Area Community Relations Unit is responsible for the operations of the Area Police *Cadet* Post. The *Officer in Charge* of the Area Community Relations Unit, under the direction of the Area *commanding officer*, shall supervise the Police *Cadet* Post Advisors and ensure the Area Police *Cadet* Post is operating to standard.

**Exception:** If a bureau, group, Area, or division does not have a Community Relations Unit and has a police *cadet* post, the commanding officer shall designate a supervisor to perform the responsibilities of the Community Relations Unit.

**Commanding Officer's Responsibilities.** Commanding officers shall exercise line control over *cadet* activities at the respective bureaus, groups, Areas, or divisions and ensure that activities conform to the Department's Police *Cadet Program*. Within policy guidelines and legal constraints, commanding officers have the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. It is incumbent upon commanding officers to ensure that the Police *Cadet Program* under their command is well rounded, productive, and operates consistently with *the Department's Police Cadet Program* objectives.

Commanding officers shall appoint two (2) sworn Youth Services Officers (YSO), one male and one female, to serve as Police *Cadet* Post Advisors. Commanding officers should consider the following when selecting YSOs to serve as a Police *Cadet* Post Advisor:

- Tenure;
- Maturity;
- Work history;
- Administrative skills;
- Oral and written communication skills;
- Flexibility; and,
- Commitment.

A commanding officer may delegate the necessary authority for the efficient operation and administration of the Area Police *Cadet* Program to the Officer in Charge, Community Relations Unit. However, ultimate responsibility for the Area Police *Cadet* Post rests with the Area commanding officer.

**Youth Programs Unit Responsibilities.** *The Youth Programs Unit, Office of Operations, is responsible for the following:*

- Exercising functional supervision over all Department personnel participating in the Police *Cadet* Program by providing information, training, evaluation, and auditing of policies and procedures including civilian volunteers;
- Updating the Youth Programs Manual;
- Maintaining a database of current and former police *cadets*;
- Developing Police *Cadet* Program promotional material and opportunities;
- Coordination and line supervision of the Police *Cadet* Academy;
- Conducting the monthly YSO Meeting; and,
- Coordinating activities involving Police *Cadet* Posts from more than one geographic bureau.

**Note:** The level of coordination will depend upon the nature and complexity of the event. Coordination may vary from providing liaison and information between Police *Cadet* Program personnel and event sponsors to actual deployment and line supervision of Police *Cadet* Program personnel assigned to work a particular event. The level of coordination required at specific events will be decided by the *Officer in Charge, Youth Programs Unit*.

**Fiscal Operations Division's Responsibility.** *Fiscal Operations Division (FOD) shall be responsible for the proper accounting of Police Cadet Post Funds and Youth Programs Funds. All funds donated to a Police Cadet Post and Youth Programs shall be submitted to FOD for deposit to the Department Trust Fund, while the approval and acceptance process is handled by the accepting division.*

*Fiscal Operations Division shall set up separate sub-checking accounts within the Department's Trust Funds, one for each Police Cadet Post and one for each Youth Programs Unit. These sub-accounts are to be maintained by each division.*

*Fiscal Operations Division is responsible to process the replenishment request submitted by the requesting division specified in the Guidelines for Accounting of Cadet Funds and Youth Programs Funds.*

*Fiscal Operations Division is responsible to forward the monthly bank reconciliation report for each account prepared by the division to the City Controller's and City Treasury's Office.*

**350.48 DEPARTMENT – SPONSORED YOUTH ACTIVITY FUNDS.** The Department-sponsored Youth Activity Funds (Area level) shall consist of all monies received for the benefit of the members of each youth activity sponsored by the Department.

**Responsibility.** Area commanding officers shall be responsible for the proper administration and accounting of these funds and may appoint the membership of the fund committees.

**Bookkeeping System.** A permanent journal record of cash receipts and disbursements for each Youth Activity Fund shall be kept under the supervision of an officer designated by the Area commanding officer. An itemized invoice shall be obtained or voucher made for each expenditure.

Note: Contemplated *youth* unit programs incurring expenditures up to \$2500 shall be approved at the Area level. Expenditures over \$2500, not exceeding \$5000, shall be approved at the bureau level. Expenditures exceeding \$5000 shall be submitted to *Office of Operations* for approval before such program is started.

**630.10 HIGH – VISIBILITY EQUIPMENT – WHEN REQUIRED.** The equipment specified as high-visibility equipment shall be worn by each uniformed officer whose principal duties are traffic collision investigation, traffic direction, or special traffic enforcement (automobile). In addition, such equipment shall be worn at other times as directed by the Chief of Police. Officers whose duties consist of accident investigation or special traffic enforcement (automobile) need not wear white gloves.

Members of the Police Reserve Corps shall wear this equipment when so directed by the Coordinator.

**REFLECTIVE SAFETY VEST.** The Department is equipping employees and volunteers with reflective safety vests and requires the use of these vests when Department employees or volunteers are working in the roadway and involved in any of the following activities:

- Directing traffic/lane closures;
- Investigating traffic collisions;
- Clearing roadway obstructions; or,
- Handling a disaster scene.

**Note:** Employees **shall** wear reflective safety vests while working **in the roadway**. However, a vest is not required when an officer conducts a **traffic stop**.

**REQUIREMENT TO WEAR A REFLECTIVE SAFETY VEST.** Federal legislation requires construction crews, public safety personnel, law enforcement personnel, and others to wear outer garments, which are highly reflective, when working in or on all roadways when such roadways are considered Federally Aided. However, to decrease the risk of injury, the use of these vests applies to any and all roadways.

**DISTRIBUTION.** Department-approved, reflective safety vests will be issued to patrol, traffic enforcement, and collision investigation officers. Additional vests will be available for distribution to Department personnel, as needed.

**TACTICS.** Federal regulations do not intend, nor does the Department require Department personnel to alter sound tactics by the deployment of a vest during exigent or unplanned incidents. Officer safety is not to be compromised for regulations that are designed and intended to minimize traffic-related injuries involving those who must perform their work in the roadway.

**Note:** Volunteers, *cadets*, and reserve officers are required to comply with this Manual Section.

**SUPPLY SECTION'S RESPONSIBILITIES.** Supply *Section* shall be responsible for the following:

- Receive and package vests for distribution to individual divisions; and,
- Deliver packaged vests to Area/division training coordinators.

**EMPLOYEE'S RESPONSIBILITIES.** Employees receiving a reflective safety vest shall care for and maintain it in the same manner as other City-issued equipment. Additionally, employees shall:

- Retain access to their vest for on-duty use;
- Maintain the condition and appearance of the vest;
- Sign the Acknowledgement of Reflective Safety Vest Receipt; and,
- Return the signed receipt to the divisional training coordinator.

**Note:** Reserve officers, volunteers, and *cadets* will not be assigned a vest but shall check out a vest from the kit room when assigned to field duties.

**TRAINING COORDINATOR'S RESPONSIBILITIES.** The Area/division training coordinator is responsible to distribute the following to each employee:

- A printed copy of Special Order No. 43, 2008, and the Acknowledgement of Reflective Safety Vest Receipt; and,
- A reflective safety vest.

Additionally, the training coordinator shall collect the signed Acknowledgement of Reflective Safety Vest Receipts and forward them to the commanding officer's office for filing in the respective officer's Division Employee Folder.

**SUPERVISOR'S RESPONSIBILITIES.** Supervisors shall be responsible for the following:

- Ensure employees carry vests in a readily accessible manner;
- Check out an additional vest when conducting a *ride-along*; and,
- Ensure that all *cadets*, volunteers, reserve officers, and non-sworn Department personnel use a reflective safety vest when engaged in activities requiring them to be in the roadway.

**COMMANDING OFFICER'S RESPONSIBILITIES.** Commanding officers shall ensure the following:

- Employees are aware of Department requirements regarding the use of reflective safety vests; and
- Maintain a signed Acknowledgement of Reflective Safety Vest Receipt in each employee's Division Employee Folder.